



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**



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| ANNOUNCEMENT NUMBER:<br>03-12-021E | OPENING DATE:<br>04-30-12              | OPEN UNTIL FILLED  | OPEN TO ALL APPLICANTS |
| POSITION: Staff Attorney JS-12     | TYPE OF APPOINTMENT:<br>Career Service | SALARY: \$74,872 - \$97,333<br>DC Courts non-judicial employees<br>receive federal retirement and benefits |                        |
| D.C. COURT OF APPEALS              | LOCATION: 430 E Street, NW             | Tour of Duty: Full-time  |                        |

**Candidates who originally applied for this position are still under consideration and need not reapply.**

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is one of six attorneys assigned to the Legal Division of the Clerk's Office. As directed by Staff Counsel, attorneys prepare legal memoranda on substantive and complex procedural motions, Bar discipline matters and other miscellaneous matters. Duties include: undertaking legal analysis and issue identification of assigned matters, drafting concise and well-reasoned memoranda that include an appropriate dispositional recommendation, responding to inquiries from judicial officers, and providing advice on legal matters to clients. Other duties include: peer review of colleagues' work, legal research on disciplinary matters, screening of new appeals for any jurisdictional defects and other special projects including committee work, development and up-dating of training materials and informational materials for the public. Applicants must enjoy working independently, be internally motivated, enjoy research and writing, possess a love for learning, and be comfortable in a working environment with little public interaction.

**MINIMUM QUALIFICATIONS:** A law degree plus three (3) years of legal experience. Must possess active D.C. Bar membership, or be eligible to waive into the D.C. Bar. Documentation of education and Bar membership or eligibility must be included with the application. **Applications will not be considered complete unless proof is attached.** If not a member of the D.C. Bar, waiver into the D.C. Bar within six month after an offer of employment is a condition of employment. Applicants must attach a copy of their most recent employment review or, if unavailable, a letter of recommendation. A writing sample should also be attached.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. All applicants **MUST** respond to each ranking factor on a separate sheet of paper. Describe experience, education and/or training that indicates your level of qualification for each factor. **Specifically note experience at the appellate level. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Experience in interpreting and applying complex areas of law, particularly in the District of Columbia. Ability to independently analyze complex legal questions, determine appropriate course of action and draft concise, well written and well reasoned memoranda, motions, briefs and other documents clearly within time frames and legal requirements. Note experience in peer editing, both for substantive and grammatical accuracy. Also identify your experience with word processing and legal research software.
2. Ability to problem solve, organize issues and materials for presentation to an audience of varied backgrounds, and oversee long range projects, especially while undertaking other daily duties as outlined in factor one.
3. Ability to self manage and independently coordinate and organize assigned work in a high-volume office, including managing a heavy caseload while ensuring that all assignments are completed within established deadlines, and while maintaining a cooperative working relationship with other attorneys and staff.
4. Experience in orally communication and presentation of complex issues in a concise manner to a varied audience when there are short time constraints.

**SELECTION PROCESS:** After a review of applications and ranking factor responses, a short writing sample, a structured interview, and/or a writing exercise may be required of the highest qualified candidates.

**Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212; **Email** to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)

For a court application, call (202) 879-0496, or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.